

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 Post Office Box 11066
 Richmond, Virginia 23230-1066
 (804) 367-8526
www.dpor.virginia.gov



**Real Estate Board
 PRINCIPAL BROKER AND SOLE PROPRIETOR LICENSE BY EXAM & UPGRADE APPLICATION**

Please mail this application with a check or money order payable to the TREASURER OF VIRGINIA. If paying by credit card, please print and attach the credit card form available on our web site at www.dpor.virginia.gov.
APPLICATION FEES ARE NOT REFUNDABLE.

Applications must be received within one year of the exam pass date, or re-examination will be required!

Select the **one** license you are requesting.

| Type of License | Initial License Fee * \$210 | Upgrade License Fee \$85 |
|---|-----------------------------------|--------------------------------|
| Principal Broker | <input type="checkbox"/> | <input type="checkbox"/> |
| Sole Proprietor Using Legal Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Sole Proprietor Trading Under Assumed or Fictitious Name | <input type="checkbox"/> | <input type="checkbox"/> |
| * Includes Real Estate Transaction Recovery Fund Assessment | | |

- Legal Name _____

First
Middle
Last
Generation
(SR, JR, III)
- Professional Name (if applicable) _____

Enter professional name to be used along with the legal name entered in #1.
 (first or last name of your legal name must be included in your professional name)
- Social Security Number *

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|--|--|--|--|
- Home Street Address (no PO Box) _____
 City, State, Zip Code _____
- Mailing Address _____
 City, State, Zip Code _____
- Telephone & Facsimile Numbers
 () - _____
 () - _____
 () - _____

Telephone
Facsimile
Beeper/Cellular
- Do you have a high school diploma or its equivalent? No ☐ Yes ☐
- Do you have a current or expired real estate license issued by the Virginia Real Estate Board?
 No ☐
 Yes ☐ **(10-digit) License Number** _____ **Expiration Date** _____

| | | | | | |
|-----------------------|------|-----|--------------|----------------|------------|
| OFFICE USE ONLY | DATE | FEE | CLASS OF FEE | LICENSE NUMBER | ISSUE DATE |
| | | | | 0 2 2 5 | |

9. Do you have a current or expired real estate license, certification or registration from another jurisdiction?

No ☐

Yes ☐ If yes, list **all** the licenses, certifications, and registrations in the following table and attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days from each state/jurisdiction. **Do not send a copy of your license. Photocopies of your license(s) will not be accepted in place of Certifications of Licensure/Letters of Good Standing (see page 3).**

| State/Jurisdiction | License Number | Expiration Date |
|--------------------|----------------|-----------------|
| | | |
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| | | |

10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

11.A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **a misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? Any plea of nolo contendere shall be considered a conviction.


No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach your original criminal history records and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

11.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? Any plea of nolo contendere shall be considered a conviction.

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history records and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

 See page 3 of this application for information on how to obtain the required police and court records.

12. Have you ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.


13. Are you applying for **active** license status with a licensed real estate firm or sole proprietorship?

No ☐

Yes ☐ If no, skip to #20. *You will receive an Inactive License if you select "No."*

14. Firm/Sole Proprietorship Name _____

15. Trade and/or Fictitious Name _____

 If you are applying for active licensure as a *sole proprietor trading under a fictitious name*, you must also submit a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.

16. Firm/Sole Proprietorship Street Address _____
City, State, Zip Code _____
17. Telephone & Facsimile Numbers _____
Telephone _____ Facsimile _____
18. Is the real estate firm listed in #14 a **new** business?
Yes ☐ If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** (accompanied by the \$270 application fee) prior to the Board issuing your broker license. Skip to #20.
No ☐ If no, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.
19. Firm's **(10-digit)** Virginia Real Estate License Number 0226 - (not required for Sole Proprietorships)

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

20. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature _____ Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Required Additional Documentation

1. **APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.**
Certifications/Letters of Good Standing from other states/jurisdictions must include:
 - ◆ Type of license (salesperson or broker);
 - ◆ Current status of license;
 - ◆ Any disciplinary actions;
 - ◆ How and when license was issued; and
 - ◆ Original signature and seal from the state/jurisdiction.
2. **EXPERIENCE VERIFICATION FORM(S) VERIFYING THAT THE APPLICANT HAS BEEN ACTIVELY ENGAGED AS A REAL ESTATE LICENSEE FOR AT LEAST 40 HOURS PER WEEK DURING 36 OF THE 48 MONTHS IMMEDIATELY PRECEDING THE DATE OF APPLICATION FOR A BROKER LICENSE.**

Instructions on Obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board which requires an additional two to three months of processing and review time.